# Government of Madras

PUBLIC WORKS DEPARTMENT

(Marine)

## G.O. No. 1742, 25th August 1937

Ports—Mangalore—South Reclamation Scheme—Lease of land—Draft lease deed approved.

B/

# Government of Madras

PUBLIC WORKS DEPARTMENT.

**(Marine)**

## G.O. No. 1742, 25th August 1937

Ports—Mangalore—South Reclamation Scheme—Lease of land—Draft lease deed approved.

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READ—the following papers :—

G.O. No. 2940, Public Works (Marine), dated 22nd December 1936.

**II**

Letter from Capt. B. GORDON, R.I.N., Presidency Port Officer, to the Secretary to Government, Public Works (Marine) Department, dated 29th May 1937, No. 909-Gl.-3.

[*Reference.*—G.O. Ms. No. 2940, Public Works (Marine), dated 22nd December 1936.]

With reference to paragraph 4 of the above Government Order, I have the honour to forward herewith for the approval of Government a draft form of lease prepared by the Government Solicitor, Madras.

It is considered that the authority to decide (1) questions on the resumption of land and (2) the amount of compensation payable to the lessee, should be the Presidency Port Officer.

2. Plots on the North Reclamation area at the port of Mangalore have been leased to parties on six years' tenure. The local Port Conservancy Board is of the opinion that all leases on this reclamation area also should be put on the basis contemplated in the Government Order cited above—vide copy of its minute No. VIII, dated 27th February 1937, enclosed. If Government approve, action will be taken as and when the present leases expire.

ENCLOSURES.

(1)

[Draft lease.]

(2)

*Resolution No. VIII of the Port Conservancy Board, Mangalore, dated 27th February 1937.*

Read G.O. No. 2873, Public Works (Marine), dated 14th December 1936, regarding tenure and conditions for occupation by private persons of port land (postponed for consideration at this meeting as per Resolution No. VI of meeting held on 20th January 1937.

"Resolved that the Government should be addressed that all leases on reclamation areas should be put on the same basis as has been done for the South reclamation in G.O. Ms. No. 2940, Public Works (Marine), dated 22nd December 1936."

**III**

**Official Memorandum No. 1517-Mar.-1, Public Works (Marine), dated 14th June 1937.**

[Port of Mangalore—South Reclamation area—Lease—Draft deed—From the Presidency Port Officer, No. 909-Gl.-3, dated 29th May 1937.]

Under paragraph 3 (v) of G.O. No. 2940, Public Works (Marine), dated 22nd December 1936—

(1) compensation is payable only if Government take up the land covered by the lease for a public purpose during the first 25 years' lease; no compensation is payable, under any circumstances, during any renewed periods of the lease, i.e., even if the Government take up the lands for a public purpose; and

(2) compensation is payable only for substantial buildings and for no others on the demised area.

2. Clause 4 (*b*) of the draft lease deed, in so far as it relates to payment of compensation, can apply only to the first 25 years, but clause 4 (*c*) confers this right on the lessee even on renewal as is evident from the portion extracted below :—

> at such rent as may then be fixed but otherwise upon the like terms and under and subject to the like covenants and agreements as are contained in these presents *other than this present covenant.*'

The expression in italics presumably refers to a modified rent and to no other provision and the payment of compensation for buildings on lands taken up by Government for a public purpose during renewed periods of lease could, as the clause stands, be claimed by the lessee. This is not the intention. The expression in italics above referred to should be replaced by a suitable and unambiguous expression indicating that, in a renewed lease, compensation will under no circumstances be payable but that the rent reserved under this covenant is liable to alteration.

3. Again the Presidency Port Officer's intention seems to be to decide at his discretion what are substantial buildings for which compensation is payable during the first 25 years' lease. [Compare the last sentence of clause 4 (*b*) of the draft.] It is not desirable to leave the expression undefined as it might give rise to future disputes. Obviously wooden structures and cutcha buildings could be easily removed without much loss, and no compensation need be paid for them. 'Masonry structures' alone would seem to fall under the category of substantial buildings and structures, and it is sufficient if this kind of buildings are made eligible for compensation.

4. In clause 1 the rent may be entered as 'Rs. 6 (six only) per annum or part thereof per 100 square feet or part thereo.

5. In clause 2 (3) space may be left for entering the description of the building after the word 'erecting' and before the bracketed portion. The last blank before the word 'accordingly' is, it is presumed, intended for entering the description of the building or structure.

6. In clause 4 (*a*) the expression 'Provincial Government' should be substituted for the Government of Madras.'

7. The expression "the Presidency Port Officer, Madras," may be entered at each f the three blanks in sub-clauses (*b*) and (*c*) of clause 4 of the draft.

8. In sub-clause '(*c*) of clause 4, the period of 25 years should be stated in words ('twenty-five').

9. The Presidency Port Officer is requested to submit a revised draft with reference to the foregoing remarks.

10. The Presidency Port Officer is requested to address the Government separately as regards the lease of the North reclamation area mentioned in paragraph 2 of his letter cited above, setting out the case and the grounds for altering the existing arrangements.

**IV**

Letter from Capt. B. GORDON, R.I.N., Presidency Port Officer, to the Secretary to Government, Public Works (Marine) Department, dated 9th August 1937, No. 909-G1.-10.

[*Reference.*—Government Memorandum No. 1517-Mar.-1, dated 14th June 1937.]

I have the honour to forward herewith a revised draft as desired in the above memorandum.

2. The expression "the Government of Madras" occurring in paragraph 4 (*b*) of the revised draft would seem to require alteration with reference to paragraph 6 of the memorandum.

ENCLOSURE.

[Revised draft lease.]

---

**Order—No. 1742, Public Works (Marine), dated 25th August 1937.**

The draft lease deed submitted with the Presidency Port Officer's letter, dated 9th August 1937, is approved as shown in the annexure to these proceedings.

(By order of His Excellency the Governor)

W. SCOTT BROWN,
*Secretary to Government.*

To the Presidency Port Officer.
" Board of Revenue.
" Collector of South Kanara
" Accountant-General, Madras.
" Examiner of Local Fund Accounts.

# ANNEXURE.

THIS INDENTURE made the day of one thousand nine hundred and thirty between HIS EXCELLENCY THE GOVERNOR OF MADRAS (hereinafter referred to as "the lessor" which expression where the context admits shall include his successors in office and assigns) of the one part and son of residing at (hereinafter referred to as "the lessee" which expression where the context admits shall include his heirs executors administrators and legal representatives) of the other part WITNESSETH that in consideration of the rent hereinafter reserved and of the covenants by the lessee hereinafter contained the lessor doth hereby demise unto the lessee all that piece or parcel of land situate within the limits of the port of Mangalore in the Province of Madras and being more particularly described in the schedule hereunder written and delineated in the plan or sketch hereunto annexed for the purpose of constructing TO HAVE AND TO HOLD the said piece or parcel of land for a period of twenty-five years commencing from the day of subject to determination as is hereinafter provided yielding and paying therefor yearly in advance into the Government Treasury at Mangalore during the said period on or before the day of in each year the rent of Rs. calculated at Rs. 6 (Rupees six) per annum or part thereof per 100 square feet or part thereof the first of such payments having been made on the day of

2. The lessee covenants with the lessor as follows:—

(1) TO PAY the rent at the time and in the manner aforesaid;

(2) TO PAY all existing and future taxes rates assessments and outgoings of every description for the time being payable either by lessor or by lessee in respect of or charged upon the demised premises;

(3) NOT TO USE the demised premises except for the purpose of erecting (conforming to correct designs drawn to scale and approved by the Presidency Port Officer) and using the same as such accordingly;

(4) TO KEEP the demised premises and any buildings or erections that may be erected thereon in a clean and sanitary condition and in a good state of repair;

(5) TO PERMIT the lessor and/or his agents and servants with or without workmen or others at all reasonable times to enter upon the demised premises and the buildings and erections thereon to view the condition thereof and upon notice in that behalf given by the lessor or his agents to put the demised premises in a good state of repair and/or sanitary condition in accordance with such notice;

(6) NOT TO ASSIGN or underlet or part with the possession of the demised premises or any part thereof;

(7) TO YIELD UP the demised premises on the determination of this tenancy by efflux of time or prior thereto in accordance with the provisions herein contained with all the buildings and/or erections thereon in a good state of repair and sanitary condition in accordance with the covenants herein contained.

3. The lessor hereby covenants with the lessee that except as hereinafter provided the lessee paying the rent hereby reserved and observing and performing the several covenants herein contained and on the lessee's part to be performed and observed may during the term hereby created peaceably and quietly hold and enjoy the demised premises without any interruption by the lessor or any person rightfully claiming under or in trust for the lessor.

4. PROVIDED ALWAYS and it is hereby expressly agreed and declared by and between the parties hereto as follows:—

(*a*) That in case the rent hereby reserved or any part thereof shall be in arrear or unpaid for the space of one calendar month next after becoming payable (whether the same shall have been formally demanded or not) or if the lessee shall fail or neglect to observe or perform any of the covenants and agreements contained in these presents and on the part of the lessee to be observed and performed it shall be lawful for the lessor or any officer of the lessor authorized by the Provincial Government and although advantage may not have been taken of some previous default of the like nature to give six calendar months previous notice in writing of the intention to terminate the lease and on the expiry of the period fixed in such notice the present demise and every clause or thing herein contained shall become null and void and thereafter it shall be lawful for the lessor or for any officer of the lessor duly authorized thereunto to re-enter into and upon the said premises or any part thereof in the name of the whole. In the event of the determination of the lease in accordance with this provision the lessee shall not be entitled to any compensation in respect thereof.

(*b*) That if and whenever the Provincial Government shall require the demised premises for a public purpose (the decision of the Presidency Port Officer Madras as to the same being final) it shall be lawful for the lessor or for any officer of the lessor authorized by the Provincial Government in this behalf to give six calendar months previous notice in writing of the intention to terminate the lease and on the expiry of the period fixed in such notice the present demise and

every clause or thing herein contained shall become null and void. The lessee shall be entitled to compensation only for the masonry structures put up on the demised premises by the lessee in accordance with the covenants herein contained. The decision of the Presidency Port Officer Madras as to the amount of compensation payable to the lessee shall be final and binding on the lessee and shall not be open to question or objection.

(c) That if the lessee shall be desirous of taking a renewed lease of the premises hereby demised for a further term of twenty-five years from the expiration of the said term hereby granted and shall prior to the expiration of such last mentioned term give to the Presidency Port Officer Madras six calendar months previous notice in writing and shall pay the rent hereby reserved and observe and perform the several covenants and agreements herein contained and on the part of the lessee to be observed and performed up to the expiration of the said term hereby granted the lessor will upon the request and at the expense of the lessee grant to the lessee a renewed lease of the said premises for the further term of twenty-five years at such rent as may then be fixed but otherwise upon the like terms and under and subject to the like covenants and agreements as are contained in these presents other than this present covenant for renewal and the provision for compensation for masonry structures contained in sub-clause (*b*) of clause 4 above.

IN WITNESS whereof The Collector of South Kanara acting for and on behalf of and under the order and direction of His Excellency the Governor of Madras and the lessee have hereunto set their hands and seals the day and year first above written.

*The schedule above referred to.*

Signed sealed and delivered by the abovenamed
in the presence of:

Signed sealed and delivered by the abovenamed
in the presence of:

THIS INDENTURE made the day of One thousand nine hundred and thirty B e t w e e n HIS EXCELLENCY THE GOVERNOR OF MADRAS (hereinafter referred to as "the lessor" which expression where the context admits shall include his successors in office and assigns) of the one part A n d son of residing at (hereinafter referred to as "the lessee" which expression where the context admits shall include his heirs executors administrators and legal representatives) of the other part WITNESSETH that in consideration of the rent hereinafter reserved and of the covenants by the lessee hereinafter contained the lessor doth hereby demise unto the lessee all that piece or parcel of land situate within the limits of the Port of Mangalore in the ~~Presidency~~ of Madras and being more particularly described in the schedule hereunder written and delineated in the plan or sketch hereunto annexed for the purpose of constructing

TO HAVE AND TO HOLD the said piece or parcel of land for a period of twentyfive years commencing from th day of subject to determination as is hereinafter provided yielding and paying therefor yearly in advance into the Government Treasury at Mangalore during the said period on or before the day of in each year the rent of Rs. calculated at Rs.6/- (Rupees six) per annum or part thereof per 100 sq. ft. or part thereof the first of such payments having been made on the day of

2. The lessee covenants with the lessor as follows:-

(1) TO PAY the rent at the time and in manner aforesaid;

(2) TO PAY all existing and future taxes rates assessments and outgoings of every description for the time being payable either by lessor or lessee in respect of or charged upon the

demised premises;

(3) NOT TO USE the demised premises except for the purpose of erecting (conforming to correct designs drawn to scale and approved by the Presidency Port Officer) and using the same as such accordingly;

(4) TO KEEP the demised premises and any buildings or erections that may be erected thereon in a clean and sanitary condition and in a good state of repair;

(5) TO PERMIT the lessor and/or his agents and servants with or without workmen or others at all reasonable times to enter upon the demised premises and the buildings and erections thereon to view the condition thereof and upon notice in that behalf given by the lessor or his agents to put the demised premises in a good state of repair and/or sanitary condition in accordance with such notice;

(6) NOT TO ASSIGN or underlet or part with the possession of the demised premises or any part thereof;

(7) TO YIELD UP the demised premises on the determination of this tenancy by efflux of time or prior thereto in accordance with the provisions herein contained with all the buildings and/or erections thereon in a good state of repair and sanitary condition in accordance with the covenants hereinbefore contained.

3. The lessor hereby covenants with the lessee that except as hereinafter provided the lessee paying the rent hereby reserved and observing and performing the several covenants herein contained and on the lessee's part to be performed and observed may during the term hereby created peaceably and quietly hold and enjoy the demised premises without any interruption by the lessor or any person rightfully claiming under or in trust for the lessor.

4. PROVIDED ALWAYS and it is hereby expressly agreed and declared by and between the parties hereto as follows:-

(a) That in case the rent hereby reserved or any part thereof shall be in arrear or unpaid for the space of one -

renewed lease of the premises hereby demised for a further term of twentyfive years from the expiration of the said term hereby granted and shall prior to the expiration of such last mentioned term give to the Presidency Port Officer Madras six calendar months previous notice in writing and shall pay the rent hereby reserved and observe and perform the several covenants and agreements herein contained and on the part of the lessee to be observed and performed up to the expiration of the said term hereby granted the lessor will upon the request and at the expens of the lessee grant to the lessee a renewed lease of the said premises for the further term of twentyfive years at such rent as may then be fixed but otherwise upon the like terms and under and subject to the like covenants and agreements as are contained in these presents other than this present covenant and the provision for compensation for masonry structures contained in sub-clause (b) of clause 4 above.

IN WITNESS whereof

The Collector of South Kanara acting for and on behalf of and under the order and direction of His Excellency the Governor of Madras and the lessee have hereunto set their hands and seals the day and year first above written.

THE SCHEDULE ABOVE REFERRED TO.

Signed sealed and delivered by
the abovenamed
in the presence of:

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in the presence of:

Dated _____ 1937.

HIS EXCELLENCY THE GOVERNOR OF MADRAS

TO

.....

H.M.Small Esq., M.A., LL.B.,
Government Solicitor,
Madras.

19

Pwd

Port of Mangalore South Reclamation area. Draft lease deed

CNo 1517 A/37 of — From the P.P.O No 909/37 3 dt 25.5.37

The P.P.O. submits the draft of a lease deed called for in para 4 of Lr No 2940 PWD dt 22.12.36 the points requiring notice are embodied in the draft on port up.

Attention is invited to paras 3 and 6 of the draft which require approval.

7.6.37

7.6.37

10/6/37

11/6

pp 9-11 cf — Issued on No 1517 A 37-1 dt 14.6.37

CNo 2147 3A/37 pp 12-16 cf — From the Pres. No 909/F-10 dt 5.8.37

Please see the one to the Pres at pp 9-11 cf and the revised draft lease deed submd in accordance with the instructions contained in the Dn

pp 15 cf — The expression "Govt of Madras

changing in clause 4(b) of the revised draft
lease deed may be changed to "Provincial
Govt".

The draft lease deed may be
approved with the concurrence of Legal.

18/8/37

S

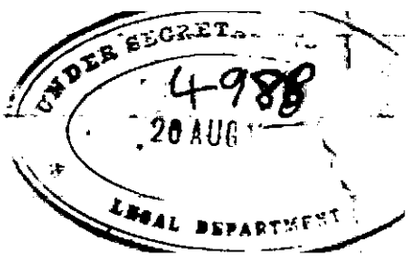
19/8

Legal

PWD WSIT A 37
19.8.37

Legal Department.

The alterations indicated in red ink on the draft lease deed at pages 13 to 16, current file, may be made.




K.M.
20/8/37

S

A draft order is sent.

PWD Legal 4988-1
23/8/37

21/8

25/8/37

169C
37

Government of Madras

PUBLIC WORKS DEPARTMENT

(Marine)

# G.O. No. 1742, 25th August 1937

Ports—Mangalore—South Reclamation Scheme—Lease of land—Draft lease deed approved.

READ—the following papers:—

G.O. No. 2940, Public Works (Marine), dated 22nd December 1936.

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Letter from Capt. B. GORDON, R.I.N., Presidency Port Offic
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[*Reference*.—G.O. Ms. No. 2940, P.W.D., dated 22nd December 1936.]

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"Resolved that the Government should be addressed that all leases on reclamation areas should be put on the same basis as has been done for the South reclamation in G.O. Ms. No. 2940, Public Works (Marine) dated 22nd December 1936."

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[Port of Mangalore—South Reclamation area—Lease—Draft deed—From the Presidency Port Officer, No. 909-Gl.-3, dated 29th May 1937.]

Under paragraph 3 (v) of G.O. No. 2940, Public Works (Marine), dated 22nd December 1936—

(1) compensation is payable only if Government take up the land covered by the lease for a public purpose during the first 25 years' lease; no compensation is payable, under any circumstances, during any renewed periods of the lease, i.e., even if the Government take up the lands for a public purpose; and

(2) compensation is payable only for substantial buildings and for no others on the demised area.

2. Clause 4 (*b*) of the draft lease deed, in so far as it relates to payment of compensation, can apply only to the first 25 years, but clause 4 (*c*) confers this right on the lessee even on renewal as is evident from the portion extracted below:—

> at such rent as may then be fixed but otherwise upon the like terms and under and subject to the like covenants and agreements as are contained in these presents *other than this present covenant.*

The italicised expression presumably refers to a modified rent and to no other provision and the payment of compensation for buildings on lands taken up by Government for a public purpose during renewed periods of lease could, as the clause stands, be claimed by the lessee. This is not the intention. The italicised expression above referred to should be replaced by a suitable and unambiguous expression indicating that, in a renewed lease, compensation will under no circumstances be payable but that the rent reserved under this covenant is liable to alteration.

3. Again the Presidency Port Officer's intention seems to be to decide at his discretion what are substantial buildings for which compensation is payable during the first 25 years' lease. [Compare the last sentence of clause 4 (*b*) of the draft.] It is not desirable to leave the expression undefined as it might give rise to future disputes. Obviously wooden structures and cutcha buildings could be easily removed without much loss, and no compensation need be paid for them. 'Masonry structures' alone would seem to fall under the category of substantial buildings and structures, and it is sufficient if this kind of buildings are made eligible for compensation.

4. In clause 1 the rent may be entered as 'Rs. 6 (six only) per annum or part thereof per 100 square feet or part thereof.

5. In clause 2 (3) space may be left for entering the description of the building after the word 'erecting' and before the bracketed portion. The last blank before the word accordingly' is, it is presumed, intended for entering the description of the building or structure.

6. In clau[illegible] (*b*) the expression 'Provincial Government' should be substituted for the Government of Madras'

7. The expression "the Presidency Port Officer, Madras," may be entered at each of the three blanks in sub-clauses (*b*) and (*c*) of clause 4 of the draft.

8. In sub-clause (*c*) of clause 4, the period of 25 years should be stated in words ('twenty-five').

9. The Presidency Port Officer is requested to submit a revised draft with reference to the foregoing remarks.

10. The Presidency Port Officer is requested to address the Government separately as regards the lease of the North reclamation area mentioned in paragraph 2 of his letter cited above, setting out the case and the grounds for altering the existing arrangements.

**IV**

Letter from Capt. B. GORDON, R.I.N., Presidency Port Officer, to the Secretary to Government, Public Works (Marine) Department, dated 9th August 1937, No. 909-Gl.-10.

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ENCLOSURE.

[Revised draft lease.]

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**Order—No. 1742, Public Works (Marine), datd 25th August 1937.**

The draft lease deed submitted with the Presidency Port Officer's letter, dated 9th August 1937, is approved as shown in the annexure to these proceedings.

W. SCOTT BROWN,
*Secretary to Government.*

By order of His Excellency the Governor]

To the Presidency Port Officer
" Board of Revenue.
" Collector of South Kanara.
" Accountant-General, Madras.
" Examiner of Local Fund Accounts.

[Annexure

Author
please see whether it would be adequate as now printed to have the lease form as an annexure to the G.O. instead of inserting the same a enclosures to the letters of the P.P.O. dt 29-5-37 & 9th August '37 or whether it should be printed in three places as in the original

# ANNEXURE.

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(3) NOT TO USE the demised premises except for the purpose of erecting (conforming to correct designs drawn to scale and approved by the Presidency Port Officer) and using the same as such accordingly;

(4) TO KEEP the demised premises and any buildings or erections that may be erected thereon in a clean and sanitary condition and in a good state of repair;

(5) TO PERMIT the lessor and/or his agents and servants with or without workmen or others at all reasonable times to enter upon the demised premises and the buildings and erections thereon to view the condition thereof and upon notice in that behalf given by the lessor or his agents to put the demised premises in a good state of repair and/or sanitary condition in accordance with such notice,

(6) NOT TO ASSIGN or underlet or part with the possession of the demised premises or any part thereof;

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3. The lessor hereby covenants with the lessee that except as hereinafter provided the lessee paying the rent hereby reserved and observing and performing the several covenants herein contained and on the lessee's part to be performed and observed may during the term hereby created peaceably and quietly hold and enjoy the demised premises without any interruption by the lessor or any person rightfully claiming under or in trust for the lessor.

4. PROVIDED ALWAYS and it is hereby expressly agreed and declared by and between the parties hereto as follows:—

(a) That in case the rent hereby reserved or any part thereof shall be in arrear or unpaid for the space of one calendar month next after becoming payable (whether the same shall have been formally demanded or not) or if the lessee shall fail or neglect to observe or perform any of the covenants and agreements contained in these presents and on the part of the lessee to be observed and performed it shall be lawful for the lessor or any officer of the lessor authorized by the Provincial Government and although advantage may not have been taken of some previous default of the like nature to give six calendar months previous notice in writing of the intention to terminate the lease and on the expiry of the period fixed in such notice the present demise and every clause or thing herein contained shall become null and void and thereafter it shall be lawful for the lessor or for any officer of the lessor duly authorized thereunto to re-enter into and upon the said premises or any part thereof in the name of the whole. In the event of the determination of the lease in accordance with this provision the lessee shall not be enittled to any compensation in respect thereof.

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every clause or thing herein contained shall become null and void. The lessee shall be entitled to compensation only for the masonry structures put up on the demised premises by the lessee in accordance with the covenants herein contained. The decision of the Presidency Port Officer Madras as to the amount of compensation payable to the lessee shall be final and binding on the lessee and shall not be open to question or objection.

(*c*) That if the lessee shall be desirous of taking a renewed lease of the premises hereby demised for a further term of twenty-five years from the expiration of the said term hereby granted and shall prior to the expiration of such last mentioned term give to the Presidency Port Officer Madras six calendar months previous notice in writing and shall pay the rent hereby reserved and observe and perform the several covenants and agreements herein contained and on the part of the lessee to be observed and performed up to the expiration of the said term hereby granted the lessor will upon the request and at the expense of the lessee grant to the lessee a renewed lease of the said premises for the further term of twenty-five years at such rent as may then be fixed but otherwise upon the like terms and under and subject to the like covenants and agreements as are contained in these presents other than this present covenant for renewal and the provision for compensation for masonry structures contained in sub-clause (*b*) of clause 4 above.

IN WITNESS whereof . The Collector of South Kanara acting for and on behalf of and under the order and direction of His Excellency the Governor of Madras and the lessee have hereunto set their hands and seals the day and year first above written.

*The schedule above referred to.*

**Signed sealed and delivered by the abovenamed**

**in the presence of:**

**Signed sealed and delivered by the abovenamed**

**in the presence of:**

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# PRESS SLIP 19 (

ORDINARY. PREFERENCE URGENT (a).

..... 12h DEPARTMENT

GOVERNMENT PRESS 25 SEP 37 MADRAS

Current No....., dated.....193

G.O. No. 1742 (Rev) dated 25-9 193 7

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## INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b1) For rules regarding printing of notes, see rule 315 of the Office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

## INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect

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(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

[P.T.O.